2.0 Property Focus Team for TIPS

Scope: To determine and prioritize functional requirements for property under the Total Integrated Procurement System (TIPS). Recommend interfaces and possible screens. Identify management issues.

Team Members: Jim Jefferis, Dennis Martinez, Patsy Sylvester, Stella Taylor, and Tracy Lattin

Overview of Property:

A requester will initiate a purchase request on-line. For a first time purchase, the requester will be prompted through various questions to determine the appropriate financial account code. The program code/cost center/cost account/work package will be validated against FMIS. A description of the item being purchased will be entered as well. If a match can be made to a Federal Supply Code (FSC) based on the description entered and the estimated cost provided, then the need for a barcode will be determined. FSC could also find a match based on model/manufacturer information contained on PAIRS. Property Accounting will then review the purchase request and verify the FSC and property number determination. Many factors come into play about whether an item should be barcoded. Usage often determines whether an item should be barcoded, thus an independent review will be performed by Property Accounting. Property Accounting will also get a listing of items that did not have an FSC match. They will then determine what the FSC should be. Once the order is placed and the purchase request becomes a purchase order, barcodes will be assigned to the property. When the property is received, the actual barcodes will be generated and distributed to the requester. The received property information will then be fed into PAIRS.

Primary Requirements:

Must Have:
- A Federal Supply Code (FSC) will be provided (determined by the system based on nomenclature supplied by requester) on all property numbered items.
- Identify what needs a barcode (if one item consists of several line items that will require one barcode, the system must be able to recognize this).
- Assign a barcode up front once an FSC is identified. Upon receipt, a barcode will be generated with the predetermined number and feed all the property information, including financial data, directly into PAIRS.

- Must have full query and reporting capabilities by the following categories:
  – FSC
  – Purchase Order/Request
  – Cost Centers (so property administrators can be notified of items to be received)
  – Buyer
  – Vendor or contractor
  – Property number
- Hazards and special classifications should be identified up front based on item being purchased.

Need To Have

- System should indicate no barcode needed, when appropriate.
- System should indicate when a "government owned property" sticker is needed.
- Pending status capability
  – Has item been approved?
  – Has item been received?
  – Has item been paid?
- Interface with REAPS, MUFFIN and Swap Shop to check for availability through excess.
- Contract transfers must be identified. When equipment is supplied (Government Furnished Property) or is procured (Contractor Acquired Property) under a contract, there must be a means of referencing that equipment to the contract.
- When one contract is ended and a new contract entered into, the equipment must follow that new contract.
- Must be able to identify when a contractor is fabricating a piece of capital equipment as part of the deliverable.
- Support audit requirements.
- Support JCI requirements for capturing information on items not barcoded but reportable as excess.

Like To Have

- Ability to capture drop shipment information and feed PAIRS.
- A field to identify custodian, if known, as well as requester (Z# or name).
- A field to capture location (not just drop point) of where equipment will ultimately reside, if known.
- The capability to prepare the Standard Form 122 when items are to be transferred permanently under a contract.
- The capability for Vendor/Contractor to access our system and fill out an on-line screen with property they have procured for us (when Contractor Acquired Property is involved).
- A notification of training for the requester in cases in which an item is received, if specific training requirements are needed, such as with forklifts, etc.
- Customs needs prompts regarding duty free shipments for international purchases.
- Support maintenance requirements.

Interfaces

Management Issues:

Will all property be required to come through Receiving? If not, who will be responsible for applying barcodes and government property stickers to property?

Will all purchases be required to be documented through TIPS or will requesters still be able to prepare manual purchase requests that won't be captured in TIPS until they become a purchase order?

MAIN SCREEN

Total Integrated Procurement System	
File Edit Appl1 Appl2 Appl3 View Options Window Help	
Customer Profile	Return to Vendor
New Purchase	Invoice Approval
Modification to Order in Progress	Catalog Inquiry
Receiving Report Status	Report Generation
Property	
Return to previous menu Return to main menu Exit system	

PROPERTY SCREEN

File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help

Purchasing	Property History
Property Inventory Information	Location Information
Financial Data	Excess Property
Maintenance Log	Warranty Data

Purchasing would have the following options:
  Purchase Order Detail
  Receiving data
  Shipping Manifest data

Property History would show all history of a barcoded item (would have to get some of this from PAIRS).

Property Inventory Information and Location Information would give all of the inventory and location history (would have to get this from PAIRS).

Financial Data would show the account code for a property item along with cost and payment data (would have to get this from FMIS).

Excess Property would provide a listing of all property available through the excess process.

Maintenance Log would be a log of all maintenance performed.

Must be able to pull up this information based on:
  Purchase Order Number
  Property Number/Barcode
  Serial Number

Warranty Data would be a description of the warranty such as applicability and expiration date.

Return to previous menu	Return to main menu	Exit system

1.

property numbered or bar-coded. The PA could then de-control if necessary before the property number is assigned.

2. If the actual price of the procurement is the greater of 20% or $500 more than the estimated price supplied by the requester, or if the requested price is less than $5,000 and the actual price is greater than $5,000 the contract administrator will resubmit the PR for approvals to the requester and other approvers before placing the procurement.

Interfaces:

Management Issues:

A major concern of the team is the lack of integrity of data concerning the responsible analyst for the cost center. The team suggests creating a screen that would allow the analysts to change this data themselves. (BUS-1 would maintain control of the chart of accounts.) There would be dual control from both the analyst relinquishing control and the analyst taking over control of the cost center.